Preserve

App F IX 4

Previous References 1928 (mc) File No 99-28

Serial Nos 1-2

Later References
mc 151-52-8
mc 129-53-12,

General and Revenue Secretariat.

Serial Nos

Part B for Sept 28

SUBJECT

Notes of Inspection of Chennavanyapalna Municipal ~~Council~~ office by the Deputy Commissioner Hassan

2 To, The Deputy Commissioners of Districts
No L 2174 81/d 1928

Issues instructions in the matter of the Inspection of Town & Municipal Offices by the Deputy Commissioners of Districts and the Submission of report in the prescribed Form

T 12/28

(1)

Tel Address —Depcom Hassan

In reply please refer to
No C 92-28
Encl One

Office of the Deputy Commissioner
Hassan District

Dated Hassan the 14th July 1928

C 357

Mel 99-28-

From

S ABDUL WAJID Esquire B A
DEPUTY COMMISSIONER
HASSAN DISTRICT

To

R Ranga Rao, Esq , B A , B.L ,
General Secretary to the Government of Mysore
His Highness the Maharaja of Mysore,
Bangalore

Sir

I have the honour to forward, herewith, for the information of Government, a copy of the notes of inspection of the Chennarayapatna Municipal Office, held by me on the 11th and 12th July 1928

I have the honour to be,
Sir,
Your most obedient servant,

Deputy Commissioner,
Hassan District

Submitted for perusal --
The affairs of the municipality require considerable improvement If approved the Dy Commr will be requested to inspect the office in six months hence and submit a further report as to the progress made in the several directions ISD
wde portions marked

Reports are not being received from these districts

The Mysore Chronicle
Dated 25th July 1928

OFFICE OF THE
S Co I
25 JULY 1928
No 6946

CSY /

Yes

We ought to have efficient-
management studies for the work of the
local bodies & criticism of their methods
& work. I shall be glad to check it as it
stands when we meet next

CSY
26/7

(1) 557 2

App F III—2]

General and Revenue Secretariat | MR File No 99 of 1928

Serial No

A form of the Inspection Report based chiefly on that prescribed in G O no 51-4 E R.G. of 23-7-16 for the Mysore city Municipality is submitted for approval with suitable adaptations or other orders

The Deputy Comr may inspect the Head offices of Town Municipalities and Minor Municipalities once a year between March and May. The Reports of Town Municipalities may come in original to Govt while in the case of Minor Municipalities a brief Summary may be sent to Govt In all cases, Copy of the Inspection report may be sent to the Presidents After orders are passed in the forms noted above, a draft G O will be submitted for approval or other orders

15/8/28

2nd Member 21/8

Agree

CSS 24/8

Secy plan 27/8

Draft approved. submitted for approval 27/8

Copy of Inspection Report to be sent D 2018

OFFICE OF THE SECRETARIAT MYSORE 22 AUG. 1928 No 1647

WD 01714—GPB—30 000—18-4 28

(1) L 156 6

App F III—2]

General and Revenue Secretariat | ML File No 77 of 1928

Serial No

Draft by D Smith
Man Copies as returned
3/8/28 KE 7/9
3/9/28

WANS OFFICE
Received on
10 SEP 1928
at 1404

Typed draft Smith
5/11/28 (for secy)
4/9/28

For perusal please
Hon'ble Member
Dewan
5/9/28

OFFICE OF THE SECRETARY
8 SEP 1928

8/9
R.B.
6/9/28

Mr
11-9-28

R.B.
10/9/28

2 L 2174-81 dy 9 9-1928
The Secs of Districts
Issues instructions re inspection
of offices of the town + mfssl committees
of the Districts and submitting reports
in the prescribed form

Press Sec
B.B.

REV SECT
To Contin Sheet
5 NOV 1928
L S & E

otes of In ection o tie C ie Nara,apatna inor unici ity
y tie eputy Co issioner, assan istrict on e 11t and 12th
July 1ee

CO ITITION -

Ie unicipal ouncil consists of 7 lected and 7 rominated
e bers with tie Amildar of tie Chennara apatna aluk as an addi-
tional e ber and ex-officio resident r Abdul Kabi Khan is
tie Vice Pre ident Ie ouncil as reconstituted rom 1st ec
1e7 as per G O o 10 2/ 1 107-7-36 dated -11-1 27

(2) Ie unicipal of ice is located in one of tie rooms of tie
aluk of ice and it is stat d tiat tie to n all is also used for
olding eetings etc

JICIPAL ABLIS T -

Ie sanctioned strength of tie stablis ent of tie unici-
ality is -

1	unicipal clerk on	25/-
1	Octroi utsaddi on	1 /-
1	anitary aistri "	5/-
1	Office oon on	11/-
1	unicipal af adar	13/-
4	weepers on 10/- each	0/-
4	do 9/- "	36/-
1	are taker	10/-

Ie octarfa taxes and tie cattle pound f alizations are
collected on commission system tiro gi tie agency of tie anbio
and atel eitier tie unicipal clerk octroi mutsaddi, nor tie
cattle pound eper as furnished security in respect of tie --
offices tiey old It is not safe to allow tie to a dle tie
unicipal evenue without property security Ie unicipal
ouncil should insist upon proper security being urnis ed at
lea t by tie Octroi utsaddi and cattle ou d eeper Ie re-
sult of action ta en in tiis eialf should be reported in due
cou se

I A C IH OI CII IIY -

Ie unicipal Council a ve a sum of 1000/- eld in
i v-st ent ey ave average annual inco e of 17 0-4- r
expenditure of 2 5-1-4 Ie figu s for 1 7 b ing --
1 7-0-7 and -1 -f sp ct vely - clos n o 1 -

5

at the
Balance at the credit of the municipality/end of June 1929 was Rs. 956-14-3. This is short of the prescribed minimum balance of 25% of the annual receipts. The deficit should be accounted for at once by withdrawing some amount from the Savings Bank investment with the approval of the Municipal Council if necessary. The chief source of income of the municipality are (1) Octroi (2) Octroi (3) Cattle pound and (4) Market fees. The Octroi and Cattle pound collections showed declining of late. The Municipal Council should investigate the causes of this and adopt remedial measures to prevent smuggling and augument their income. There is no Octroi Kotri at all established in the town and there is much scope for smuggling of Octroi goods. The defect should be rectified early.

By-laws:-

The Municipal Council have not framed bye-laws even for levy of Octroi and Market fees and sanitation and vaccination regulations. These are very necessary and the Municipal Council should take steps in this behalf immediately.

Collection of Revenue:-

The total demand for the year 1927-28 including the arrears of the previous years amounted to Rs. 216 4-6, of which a sum of Rs. 185-4-3 was collected leaving a balance of Rs. 30-14-3 at the end of the year. Of this, a sum of Rs. 25-5-6 relates to the year 1922-23. The balance of Rs. 5-8-9 relates to the previous years. The year's demand including arrears, Rs. 241-4-0, the outstanding arrears are rather heavy. From the notice register it is seen that early demand notices were issued to the defaulters only after the 15th August. 37 notices were issued to the defaulters and the amount collected in majority of the cases shown in the register is correct but it is seen that only in case of Octroi Mistri and Bailiff Mistri and some of the arrears collected in previous years Rs. 25-4-0 and Rs. 30-4-7 the receipt book No. 1 dated 1-8-28 is found that action is taken on the demand notices issued only after the 15th August.

[illegible] execution [illegible] it [illegible] all [illegible] old [illegible] of the act that [illegible] it [illegible] to do [illegible] and to [illegible] primarily [illegible] for the collection of taxes [illegible] all their notices [illegible] to [illegible] There is no assessment list available [illegible] that the [illegible] Council [illegible] to get up [illegible] Municipal Council [illegible] to be contemplating to revise of tariffs this year [illegible] They should have done so long ago, vide para [illegible] of the [illegible]

[illegible] - Accounts etc -

Petty Cash Book - This is written up to date [illegible] according to this, the cash balance on hand with the [illegible] is [illegible] as detailed below -

[illegible]	3-1 -[illegible]
Undisbursed pa[illegible]	[illegible]
	[illegible]

[illegible] is short of [illegible] by [illegible]

[illegible] at the end of the year [illegible]

[illegible] Book -

[illegible] of transactions up to the [illegible] rule [illegible] should be [illegible] this should be [illegible]

[illegible] -

This is written up to [illegible] R[illegible] for [illegible] the [illegible] Municipality or R[illegible] to [illegible]

- -

of is transfer to the [illegible] unicipality this transaction does not find a place in the cash book but it may be that the payees acquittance with receipt is sent should be affixed in the [illegible] and the president should also enquire and satisfy himself that [illegible] actually credited to the municipality and the advance adjusted

file of O-S levied by the resident from municipal [illegible] ve tax due in [illegible] ove but by 7 has not been recovered [illegible] y it has not recovered is not understood

The municipal clerk Kudra [illegible] and sanitary [illegible] inspectors have continued in their employment long ago they have not insured their lives in the state life insurance or have they been contributing to the state provident fund they ought not to have been allowed to do so their pay bills at their proposals [illegible] insurance or provident fund the president should see that they submit their proposals and stop their pay until they do so so also municipal [illegible] Venkata's

[illegible] t the establishment by the contingent account of Rs/- is also drawn in the pay bill and distributed to the municipal clerk this is irregular

We are not also vouchers for contingent charges incurred this defect should be rectified and the account [illegible] n be made only on contingent bill for a [illegible] y vouchers

[illegible] $ -

This is a letter for both the claims preferred [illegible] that [illegible] there is shown a claim of octroi [illegible] for travelling allowance for [illegible] special conveyance as [illegible] with [illegible]

in a criminal case it is not yet been paid as it is not a legitimate charge to be borne by the municipality, the octroi outstandi should clair ardget it rom the court out of the general revenue of the state or from the party concerned As there is no casual leave register maintained, it is not possible to say whether whether the official went to nassan to attend the court on casual leave on on duty there is not also the court certificate in support of his claim a casual leave register must be opened at once

[illegible] -

The rules for leasing out the collection of market fees is not being followed, the conditions of the sale and the forms of auctionlika being quite defective and different from those prescribe this should be rectified at once, vide appendix J of the [illegible]

Cattle Pound collections -

Cattle pound collections are not credited once ~~xxx~~ a week as required by rules so also the octroi and octarifa collections the rule in this behalf should be followed strictly in future The total realisations from fines etc levied on cattle during the year 1927-28 amounted to 57-3-3 as against 13-10-6 of 1926-27 this fall in revenue requires investigation and report

[illegible] -

There is no audit committee appointed to audit the accounts yearly under the rules, a committee of 2 or 3 members from among the municipal councillors should be appointed from the current year vide para 382 of the manual

Deposit register -

There are two old items of deposits (2 and dated 7-3-27) pending adjustment which could have been cleared before the close of the last year some items in the deposit register are not attested by the President or vice president

Solicitor's -

There are no public works sanctioned and are under progress now. The town is in need of great improvement. The Executive Engineer, Sanitary and Town Planning Division has offered also suggestions for the improvement of the town, the important ones being (1) Diverting the old Fort wall and filling in the moat and ( ) improvement of Alankuda tank which is one of the existing sources of supply of drinking water to the town. Action has been taken to improve the same in the Chairman's tour notes of March 1947 also. In the absence of sufficient funds the improvements cannot be undertaken all at once and have to be carried out gradually. The Municipal Council have not taken any action in this behalf. The President had suggested to appoint a Committee of Inquiry, but the matter before the Council for fruitful action has not yet come up.

Other Items -

Correspondence is waiting but is not intended to be published.

[illegible] -

As required by the Municipal Commissioner, the Municipal Council is not [illegible] but is published in the list of references as per directory with the [illegible] Municipal Council and the District Police is enclosed. It will be seen that the [illegible] of the [illegible] list of [illegible] is by the [illegible] also [illegible] to the [illegible] to [illegible] of the [illegible] the [illegible] list of [illegible] as it [illegible] list

[illegible] works in progress [illegible]

turned out by him daily It appears that the President has given him instructions to maintain one and submit a weekly diary to him He has not yet done so Regular submission of the diaries should insisted upon strictly in future As for the matter of conservancy and sanitation in the town there remains much to be desired Vaccination is compulsory in the town but the sub assistant surgeon, the ro is no other agency for vaccination work The Sanitary Mastri is is not also a trained hand He must be sent for training soon list of unprotected children has not been maintained It should be done so at once There are no cases under the sanitation rules In view of the fact that the sanitation is very bad, the Sanitary Mastri should be more vigilent and enforce the rules

Sd/- S Abdul Majid,

Deputy Commissioner,

Russan District

" COPY "

Deputy Commissioner,

Russan District

List of papers pending in the Municipal Office, Chennaraya-patna Taluk

1 6017/12-11-27	Asking to take away all the Municipal Records that are kept in the Taluk Office Record Room, Chennarayapatna
Dis 1479/15-10-27	R25/- sanctioned as special case for construction of an Adikarnataka School at Chennarayapatna town is pending disposal
S G 5-27/7-12-27	An extract of Dewan's Inspection notes of the Middle School at Chennarayapatna requiring to make use of the big plot of ground behind the school building for the purpose of play ground and holding open air classes after planting some green plants etc
S G 128-27/13-8-27	Calling for revision of House tax in the Municipality
840-638/14-9-27	The District Inspector of Education Hassan asking for payment of cost of 5 charakas supplied to the Middle school Chennarayapatna, by the Municipal Funds
1 1225/25-7-27	Amildar, Chennarayapatna Taluk asking to send a bill instead of extract of the acquittance to credit the allowance of Municipal clerk, Lingachar
of 27	Calling for the speedy disposal of the subjects noted in the Dewan's Tour Notes in March 1927
/27-28	President of Arkalgud Municipality calling for a copy of the Last Pay Certificate of A. Subbaiya Sanitary Maistry
72/27-12-1927	The President, Alur Municipality asking for an adjustment of R 20-13-4 towards the leave allowances of Municipal Clerk Lingachar paid from the Alur Municipal Funds
806/9-[illegible]-27	The Civil Veterinary Superintendent has asked to make arrangements for removal of the mutton stall from its present place where the Veterinary Dispensary proposed to be constructed
.1/21-2-1928	Amildar, Chennarayapatna Taluk has asked to send at the vacant sites list of Chennarayapatna town taken from the Taluk Record
S G 82-27/5-2-28	Calling for submission of draft byelaws for registration of vital statistics
1029-27/16-5-1928	Calling for the early submission of the information re the vaccinated population of the town
1162-27/ 1928	Calling for the submissionof the Presidents own opinion in the matter of revision of the establishment of the Municipal staff
29215-27/20-6-28	Calling for a copy of the report and the resolution in the matter of levy of new taxes
753/25-5-1928	Executive Engineer, Town Planning Division, Bangalore calling for sketch of the survey lands acquired to Municipality for extension
No 87	Local Compulsory Education attendence officer, Chennaraj patna asking for a list of children for 28-29
S G 1486/16-4-1928	Calling for the monthly progress report on the results c action taken with the works etc , suggested in the notes of Chennarayapatna Town, by Executive Engineer, Sanitary and Town Planning Division, Bangalore

P T O

12

895-27/ 6-7-1928	Calling for a statement of results of vaccination performed during 27 and the quantity of lymph supplied during 1927
121/ 1-7-1928	Midwife labour case statement for June 1928
C 1451-27/21-6-1928	Calling for submission of the opinion of the Council as to how for the Municipality would finance for the work of filling up of the Chennarayapatna for moat
C 134-27/ 28-6-1928	Calling for opinion in the matter of paying Rs15/- towards the Demonstration cost of the Mat weaving Industry
1561-27/7-7-1928	Audit Notes and Objection statements for 26-27

List of references pending reply frbm the President, Chennarayapatna Municipal Council

(b)

C 382-24/24-6-26	Calling for the submission of the byelwas for registration of vital statistics within the -- Municipal area
C 2033-25/28-4-26	Re the adjustment of contribution due from Municipal Council towards the cost of maintenanc of Local Fund Dispensary for 1925-26
C 616-26/28-10-26	Calling for a report re the appointment of joint committees for District Boards and Munici--palities under Sec 40 of the District Board Regulation
C 128-27/29-7-27	Calling for a report re the revision of Mohatarfa tax in the Municipality
C 1162-27/4-7-28	Calling for the opinion of the President re t revision of the establishment of the Municipal Office
C 895-27/7-2-28	Calling for a statement of result of Vaccinations performed in the Municipal Area with the -vaccine lymph supplied during 1927
C 1451-27/20-6-28	Calling for a report as to how far the Municipal Council can finance the scheme for filling up of the fort ditch

=======

Proceedings of the Government of H H the Maharaja of Mysore

ORDER NO L 2174-84

Dated, Bangalore, the 19 September 1928

Under Section 173 A of the Mysore Municip Regulation, 1906 Deputy Commissioners have power to inspect the offices of ~~any~~ Town or Minor Municipal Councils. ~~So far, the inspection reports of a few Municipal Offices only and have been received by Government.~~ Government consider that efficient arrangements should be made for the regular inspection of Municipal Offices and ~~scrutiny of the~~ methods of work ~~adopted by the several Municipal Councils in the State.~~ They are, therefore, pleased to lay down the following instructions ~~so as to ensure proper inspection of the Town and Minor Municipal Offices in the State.~~

(1) Every Deputy Commissioner ~~should~~ -- inspect the office of every town and Minor Municipal Council within his jurisdiction at least once a year between the months of March and May

(2) ~~The~~ An Inspection Report should be drawn up in the form appended to this order ~~and signed by the Deputy Commissioner.~~

(3) In the case of Town Municipal Cls, a copy of the inspection report should be sent to Government in the Department concerned and to the President of the Municipal Council concerned within a month of the date of inspection

(4) As regards minor Municipal Councils only a brief summary of the important points noticed during the inspection need be sent to Government for their information so as to reach them on or before the 15th June every year and a copy of the inspection report in these cases should be

15

be sent to the Presidents (concerned) for information and necessary action

DRAFT)

5 9/28

4/9/18

General Secretary to Government.

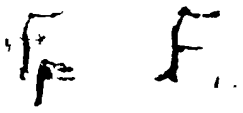
1

To

The Deputy Commissioners of Districts

PRINT AS S O

K M R 1
4/9-



6

O

Government of his highness the Maharaja of Mysore

GENERAL AND REVENUE DEPARTMENTS

G O No L 2174 81—Ml 99 28 2 dated 19 th September 1928

Inspection of Town and Minor Municipal Officers by the Deputy Comm ssioners of the D str cts concerned

Issues instructions for the ——

ORDER NO L 2174 81—ML 99 28 2 DATED 19TH SEPTEMBER 1928

Under Section 173 A of the Mysore Municipal Regulation 1906 Deputy Com missioners have power to inspect the offices of Town or Minor Municipal Councils Government observe that this power has been but sparingly used and they conside r that efficient arrangements should be made for the regular inspection by Deput, Com mis ioners of Municipal Offices and their methods of work They are therefore pleased to lay down the following instructions in the matter —

(1) Every Deputy Commissioner is expected to inspect the office of every Town and Minor Municipal Council within his jurisdiction at least once a year between the months of March and May

(2) An Inspection Report should be drawn up in the form appended to this order

(3) In the case of Town Municipal Councils a copy of the inspection report should be sent to Government in the Department concerned and to the President of the Municipal Council concerned within a month of the date of in pection

(4) As regards minor Municipal Councils only a brief summary of the important points noticed during the inspection need be ent to Government for their information so as to reach them on or before the 15th June every year and a copy of the inspection report in the e case should be sent to the Presidents concerned foi intorma tion and neces ary action

R RANGA RAO
General Secretary to Government

To The Deputy Commiss oners of D str cts

Exd —C R

17

No L 21/4 81—ML 99 28 2 DATED 19TH SEPTEMBER 1928

Report on the inspection of the Municipal Office

1 Name of the Inspecting Officer

2 Duration of inspection | Date commenced / Date concluded

3 Name of the officer in charge

4 Previous inspection | Date / Name of officer

QUESTIONS

I Council and Committe s and Municipal Officers

1 Are there any vac ncies in the Coun cil ? If so have steps been taken to fill up the same

2 Have arrangements been made for the correct preparation and timely publication of lists of voters and persons elgibl to stand for election ?

3 Do the Council and Managing and other committees thereof meet regularly ?

4 Are r gular journals of the proceedings of all meetings of the Municipal Council and of each Committee kept ?

5 Has action been taken on all the e solutions of the Council and of the commit tees and is the nature of action so taken noted against each resolution and also reported at any subsequent meeting ?

6 Have the powers and duties of the President and the Vice President been clearly defined

7 Is the working of rules and bye laws periodically examined ?

II Octroi

8 Is there a table of rates both in English and Kannada hung up in the office and also *ukkad* gates?

9 Is a register maintained for articles deposit d in t' e warehouse and are receipts regularly given to depositors and warehouse fees collected in accordance with the pre scribed rate?

10 Are the railway receipts and invoice registers periodically examined by any of the Municipal Councillors ?

11 Are any exemptions granted by the President in the matter of production of arti cles received and are security deposits taken in the e cases ?

Are these exemptions noted in a register ? What is the amount of security taken and how is it dealt with ?

12 Are passes of these privileged persons carefully preserved and is their account periodically settled so that the amount due by them may not exceed the security amount?

13 What are the precautions adopted against smuggli g ?

14 Have any cases of smuggling been detected and prosecuted?

15 What arrangements are made for levying octroi on goods arriving by rail?

III House Shop and other taxes

16 What are the arrangements for en suring that all taxable properties are duly assessed ?

No L 174 81—Ml 99 28 2 dated 19th September 1978

17 Has a register of municipal property been maintained and is it posted up to date?

18 Are all the other registers prescribed in the Municipal Account Manual maintained? If not why?

19 Is an exhaustive list of all taxes rates fees fines and forfeitures accruing to the municipality under the regulation rules and bye laws maintained?

20 Check the arrear demand register and the process register and see if timely action is taken for the recovery of the arrears What is the amount of arrears due and to what years do they relate? Steps taken for their recovery may be noted

21 Are taxes collected promptly and is the progress of collection closely watched by the Municipal executive and scrutinised by the Managing Committee? What is the arrangement for such supervision?

22 Are the processes prescribed for the recovery of Municipal taxes resorted to automatically? Instances of bills not followed by notices of demand and of notices not followed by distraints and of suits decreed not followed by execution may be noted

23 Are Municipal Councillors and Municipal Officers prompt in regard to intimation of liability to pay taxes and also in payment? Are there any cases of neglect or default in this respect?

24 Have all the mutsaddis given security? Is it in cash or in Savings Bank deposit? Are these particulars noted in the register prescribed therefor?

25 Is there a miscellaneous demand and collection register? Are all items old by public auction? Is this done promptly? Are there any arrears outstanding? What action has been taken for their recovery?

26 Are instalments payable by toll gate contractors received every month on the due dates? Instalments due and the periods they pertain to may be noted together with information as to the steps taken for recovery

27 What system is followed in leasing market stalls? For what period are they leased and what proportion of the stalls is vacant?

28 How are daily market fees collected? Is the system of collection such as to effectually prevent fraud?

IV Conservancy and Sanitation

29 Does each Sanitary Inspector maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up to date and efficient?

30 Is the distribution of the sanitary staff among the different parts of the Municipality reasonable? Is the staff sufficient? What arrangements are followed to ensure that each municipal servant performs a full tale of work?

31 How many license applications referred for inspection are pending how long since and why ?

32 Is there a notice register of all notices issued under different sections of the Municipal Regulation ? Does it show the final disposal of each notice

33 Is a prosecution register maintained? And state if it is properly maintained

34 What are the arrangements for the prosecution of municipal offences and by what courts are such cases tried? Are cases disposed of promptly ? From the statistic of prosecutions it may be noted whether the arrangements are effective

35 Are the birth and death registration reports received regularly and tabulated intelligently ?

How many prosecutions were there during the previous half year for neglecting to report birth or death and how many ended in conviction ?

V Public Works

36 Are unauthorised encroachments by private persons on the streets and drains promptly checked and for this purpose is a survey map of the town kept in the Municipal Office ?

37 Is there a schedule of rates both for works and metal supply in the office? If it prepared every year and sanctioned by the Council ?

Are the estimates invariably framed in accordance with these rates ?

38 Check the list of incomplete works of the previous year and state in what stage they are at the time of inspection

39 Are contracts executed before work is begun ?

40 Are there any works carried out by departmental agency ? Is there a muster roll in From 77 of the Municipal Account Manual maintained for the same and are payments made accordingly ?

I an abstract of the measurement book noted in the muster roll to facilitate comparison of outturn of work ?

41 Are the measurement books of all works maintained properly ? Are they returned to the office records as soon as they are finished ?

42 Has there been regular progress of works throughout the year or is there any attempt to rush through works at the end ?

43 Have all sanctioned estimates been properly filed so as to be easily traceable for ready reference ?

44 Is a list of measurement books in current use maintained showing the names of subordinates and the works for which the book is used ?

45 Is a building register maintained showing he capital outlay and the expenditure incurred on their maintenance every year ?

46 Are tenders invited from the contractors as prescribed in the Municipal Account Manual ?

47 Are contracts given out to persons related to Municipal Officers or Councillors ?

48 Is security taken in all cases for the due fulfilment of a contract ?

VI General

49 Is the office accommodation sufficient and suitable ? Are the rooms premises and furniture kept clean ?

50 Is a record of the qualifications and services of the ministeral officers maintained up to date ?

51 Is a service register maintained for every permanent official and brought up to date ? Are these registers arranged in order and kept in the records in a separate box ? Who keeps the key of the box ?

52 Are all appointments made in accordance with the rules ?

53 Is a statement of the periodical reports and returns due prepared and maintained up to date ? Are the due dates the dates of actual submission and the names of the clerks responsible for their preparation noted therein ? Is it scrutinised by the Head of the office ?

How many and which returns were due at the time of inspection ?

54 Is a register of furniture maintained ? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each ? Is the register verified once every quarter ? Is a note made in the register of all articles lost or which have become unserviceable ? Is the furniture adequate for the needs of the office or more than necessary ? What is the condition of furniture kept ?

55 Are old and unserviceable articles sold by public auction and the proceeds credited to the Municipal Fund ?

56 Who keeps the stock of forms ? Where are they kept ? Are they neatly arranged ? Are all receipts and issues noted in a register ?

57 Is a complete set of the standing orders of Government relating to the work of the office maintained ?

Is it provided with a table of contents and if bulky also with index

58 Is the file of Municipal Rules and Bye laws kept up to date ? Are they printed and available for sale at cost price to the public as required by Section 49 of the Municipal Regulation ?

21

No L 21/4 81—ML 99 78 2 dated 19th September 1978

59 Are the registers of inward and out ward correspondence properly maintained with cross references regularly marked ?

60 Is a separate petition register main tained and does it show the method of dis posal and the date and nature of endorsements granted ?

61 Is there any abnormal delay in the disposal of pet tions ?

62 Is there a separate register for build ing licenses ? Is a quarterly statement of all applications received for building lic enses maintained Check the accuracy of the statement and give the number of appli cations which are unduly delayed ? Their oldest dates and the reason of their pendency may also be noted

63 Are all disposed of records promptly made over to the record keeper duly arranged and stitched ? What is the number of such records remaining to be sent to the record room ?

64 Are the records of meetings kept in an orderly manner ? Are the minutes of proceed ings properly kept and made available for inspection by any inhabitant of the Munici pality ?

6 Are all the regi ters prescribed in the Municipal Account Manual maintained ?

66 Examine the cash in the Municipal Treasury and give the amount found at the time of your inspection Does it agree with the book balance ?

67 Has sufficient security been taken from officials expected to handle the Mun ci pal cash ?

68 Is the pass book of the Mun cipality written up in the Treasury / Bank periodical y and returned without delay

69 Is the cash book closed and balanced daily ? Is the balance arrived at every month compared nd agreed with that in the pass bool ?

70 Examine the classified abstract of receipts and expenditure and state if it is written up properly

71 Ar the accounts audited monthly by auditor appointed from among the Munici pal Councillors ? Are the register signed by them in token of their having examined them ?

72 (*a*) Are audit notes received from the Comptroller s office promtly disposed of ? How many audit notes if any are pending when were they received and why are they pending ?

(*b*) Is there a register of objections received from the Comptroller ? How many objections are pend ng disposal and why ?

73 What is the amount of permanent advance held by the office ? Is an account of it correctly kept ? What is the balance on hand ? Is it forthcoming ?

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74 Are there any longstanding advances made out of the office imprest awaiting adjustment ? Details may be furnished

75 Is an advance register of the Municipal money maintained ? Is timely action taken for its recovery ?

76 Are the cheques issued for the bills and the payments made therefor entered in a petty cash book ?

77 Is there a scale register of all Municipal establishments in the Office ? Is it kept up to date

78 Have personal claims of officers to pay allowances and increments been discharged without delay ? If any are delayed what is the cause for the same ?

79 Are pension application prepared and submitted in time ? How many cases are pending and why ?

80 What amount has been given by the President as sub imprest to subordinate officers ? Details may be noted Are acknowledgments of permanent advance held by them duly received ?

81 Are all the records sorted ? If not what is the quantity of papers remaining to be sorted What time is necessary to complete their sorting ?

82 Are all papers sent to the records as soon as they are disposed of duly stitched and feristed ? Note instances to the contrary if any

83 Have all time expired papers been eliminated after verifying the periods for which they are preserved and are they all destroyed and a note made to this effect in the register ?

84 Are the money and stamps received for copies regularly entered in a register ? Is the register submitted regularly to the Head of the office for inspection and signature every month ? Where are all the money and stamps received for copies kept ?

85 Extent to which points noted for action at previous inspections have been attended to

86 Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions if any for improving the efficiency of the working of the office

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